



GRANT INFO KIT: GUIDANCE FOR 2020 GRANT APPLICANTS

2020 GRANT APPLICATIONS

FWCP grant applications are due Friday, October 30, 2020, for projects starting as early as April 2, 2021. If you're applying for a grant, start by reading this info kit. It:

- Outlines available FWCP grants and 2020 deadlines.
- Defines key steps to kick-start your thinking and align your grant application with our action plans.
- Directs you to more information on regional guidance, priorities, and mandatory requirements for all grant applicants.
- Provides step-by-step instructions to start your online grant application.
- Gives you an overview of what's in a grant application.
- Provides a summary of how grant applications are evaluated.

This information is also available on our [funding page](#). See FAQs at fwcp.ca/apply-for-funding/.

Contact us anytime

If you have any questions about your grant application for a proposed project, please contact a regional manager. If you aren't sure who to talk to, contact our business coordinator, Lorraine Ens, at lorraine.ens@bchydro.com or 604-528-8136.

Coastal Region manager

Julie Fournier
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604-528-7998

Columbia Region manager

Crystal Klym
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Peace Region manager

Chelsea Coady
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OUR GRANT INTAKE AND PROJECT CYCLE

Deadlines may change annually, but the key steps in our application process and project cycle do not.

<p>Annual Grant Intake Opens Grant application intake opens Wednesday, August 12, 2020 Peace Region mandatory notice of intent due Friday, September 11, 2020</p>
<p>Grant Applications Due Grant application intake closes Friday, October 30, 2020</p>
<p>Review and Evaluation of Grant Applications Three-stage review/evaluation of all grant applications November–January</p>
<p>Boards Finalize Projects Approvals Regional boards finalize grant and project funding decisions January–February</p>
<p>Notify Applicants Grant applicants notified of boards' decisions February</p>
<p>Conditions of Approval Grant applicants fulfill all project conditions prior to finalizing a contribution agreement March</p>
<p>Finalize Contribution Agreements If all conditions are fulfilled, contribution agreement released for signature April 1, 2021 (at the earliest)</p>
<p>Payment #1 Execution of contribution agreement and payment #1</p>
<p>Optional Payment #2 Optional submission of progress report and statement of accounts, which triggers payment #2</p>
<p>Draft Report Mandatory final report (draft version) due March 31, 2021</p>
<p>Final Report Submission of final report (final version) and statement of accounts final payment After March 31, 2021</p>

IMPORTANT 2020 DATES

FWCP's annual grant intake opens	Wednesday, August 12, 2020
Peace Region notice of intent online information session . RSVP to fwcp@bchydro.com .	Thursday, August 20, 2020, 11 a.m. PDT
Mandatory notice of intent is due for Peace Region grant applicants only	Friday, September 11, 2020, at 5 p.m. PDT
FWCP grants online information session for all regions. RSVP to fwcp@bchydro.com .	Thursday, October 1, 2020, 1–2:30 p.m. PDT
Deadline to submit online grant applications for projects starting as early as April 1, 2021	Friday, October 30, 2020, 5 p.m. PDT

WHAT'S NEW THIS YEAR?

Two grants available: Large and Seed

As of 2020, we no longer offer Small Grants. All grant applicants are invited to apply for a Large Grant, regardless of total project cost. All Large Grant applications require a written proposal. We continue to offer a Seed Grant.

NEW! Updated evaluation criteria for all grant applications

We have updated **the criteria** used to evaluate all grant applications. Important changes include:

- Increased focus on alignment of proposed projects with the FWCP's overall vision of thriving fish and wildlife populations in watersheds that are functioning and sustainable.
- Strengthened emphasis on alignment of proposed projects with the priority action(s).
- More focus on how likely it is a proposed project will achieve the intended outcome(s).
- Evaluation of your efforts to engage with and involve First Nations in proposed projects, especially in the Coastal and Columbia regions (i.e. grant applicants in our Peace Region must submit a [notice of intent](#) and follow our guidance for early engagement with First Nations).
- More emphasis on project and funding partners involved in your proposed project.

Our grant application has been revised to reflect these changes.

Guidance for First Nations involvement in Coastal and Columbia regions

Strengthening involvement of First Nations is a priority for the FWCP, and we encourage all grant applicants to engage with the appropriate First Nations prior to submitting your grant application. Our review and evaluation of all grant applications will consider your efforts to engage with and involve First Nations in your proposed project.

Coastal Region

For grant applicants in our **Coastal Region**, we encourage you to engage with the appropriate First Nations to discuss your proposed project and options for involvement prior to submitting your grant application. You will be asked to document your engagement efforts when you complete your online grant application.

Columbia Region

For grant applicants in our **Columbia Region**, please review and follow our new [guidance](#) for early engagement with First Nations in 2020 (see our regional guidance for Columbia Region grant applicants). This guidance was developed with input from the Ktunaxa Nation, Okanagan Nation Alliance, and the

Secwepemc Nation and provides specific guidance on who to contact and how. You will be asked to document your engagement efforts when you complete your online grant application.

Peace Region

For grant applicants in our **Peace Region**, please follow our existing guidance and submit your mandatory [notice of intent](#) by Friday, September, 11, 2020.

Coastal Region

Read our regional [guidance](#) for Coastal Region grant applicants.

NEW! Proposals for limiting factors analyses not accepted this year

Our Coastal Region board is finalizing a comprehensive habitat assessment mapping project that will provide important conservation guidance at the watershed level. To help focus resources and allow the FWCP time to consider a consistent, region-wide approach to conducting limiting factor analyses, our board is **not** seeking grant applications for limiting factors analyses in any Coastal Region watershed at this time (i.e. this priority action is now identified as a DIRECTED action and we are not accepting grant applications). Each Coastal Region watershed action plan has been updated accordingly. If you have any questions about priority actions and projects eligible for FWCP funding in our Coastal Region, [contact](#) our Coastal Region manager.

Columbia Region

Read our regional [guidance](#) for Columbia Region grant applicants.

North Columbia projects are a priority

The FWCP's Columbia Region board is encouraging grant applications for proposed projects to be delivered within the northern portion of the FWCP's Columbia Region (i.e. North Columbia sub-region), which is bordered by Revelstoke and Golden in the south and Valemount in the north. See the [Columbia Region map](#). Proposed projects in this sub-region must align with priorities in updated 2019 Columbia Region action plans.

Peace Region

Read our regional [guidance](#) for Peace Region grant applicants.

NEW! Updated action plans define priority actions eligible for a grant

After an extensive engagement process and a strategic review of past projects, our Peace Region board has approved an updated set of action plans for our Peace Region. The new [2020 action plans](#) should be reviewed by all Peace Region grant applicants prior to submitting your grant applications. If you have any questions about priority actions and projects eligible for FWCP funding in our Peace Region, [contact](#) our Peace Region manager.

Planning a riparian or wetland project? Learn about our new predictive mapping tool

A recent project funded by FWCP and led by B.C.'s Ministry of Environment & Climate Change Strategy resulted in a [predictive wetland riparian habitat model](#) that identifies wetland and riparian areas across the approximately 70,000 km² FWCP Peace Region. The modelled 3-category and 10-category wetland and riparian areas are displayed through the [Williston Wetland Explorer Tool](#) (WWET), an ArcGIS platform that also displays other relevant information, such as roads and other disturbances on the landscape, that may impact wetlands and riparian areas.

If your grant application is about assessing threats and/or creating, restoring, or enhancing wetlands and riparian areas, please review the [WWET](#) and [final project report](#) to support scoping your proposed project, and align your grant application with one or more priority actions in our updated 2020 [FWCP Peace Riparian and Wetlands Action Plan](#).

Learn more at our WWET online info session on **Thursday, October 1, 2020**, at 9:00 am–10:30 a.m. PDT. **RSVP** to fwcp@bchydro.com to register.

WHAT PRIORITY ACTIONS ARE ELIGIBLE FOR FWCP GRANTS?

All priority actions eligible for FWCP grants are published in our regional action plans (see action plan tables) and align with our project eligibility criteria in Table 1.

Priority actions eligible for **FWCP grants** are defined in our regional action plan tables as **OPEN** or **OPEN/DIRECTED**.

Grant applications for priority actions defined as **DIRECTED** are not eligible for a grant. Our regional boards will address **DIRECTED** projects through other funding mechanisms. Learn [more](#) about how we work.

All grant applicants must complete a short eligibility quiz prior to completing a grant application. This quiz will help ensure your potential project is eligible for a grant.

Table 1: FWCP project eligibility criteria

FWCP does:	FWCP does not:
Fund actions to create, restore, or otherwise improve the function of ecosystems that have been impacted by BC Hydro activities;	Fund core activities of government or non-government agencies or programs;
Fund actions to create, restore, or otherwise improve the function of alternate ecosystems that provide a better opportunity for investment;	Lead the development of species recovery goals;
Participate as a team member in species of interest planning;	Fund, co-ordinate, or lead national recovery teams for species at risk;
Fund specific management actions for species of interest as identified by recovery teams and action/implementation groups;	Develop policy related to land or wildlife management;
Fund baseline inventory that contributes to the development of habitat- or species-based actions within action plans;	Administer government regulations;
Fund monitoring programs designed to measure the effectiveness of FWCP-funded habitat- and species-based actions; and	Engage in enforcement and compliance activities, except in relation to co-operatively managed conservation lands; and
Contribute to all aspects of managing co-operatively managed conservation lands.	Fund programs designed exclusively to address government objectives.

WHAT GRANTS ARE AVAILABLE FROM THE FWCP?

NEW! As of 2020, we no longer offer Small Grants.

Seed Grant	Large Grant
Seed Grants are aimed at helping you explore the feasibility of your project idea and could be the first step toward submitting a grant application next year. A maximum of \$5,000 in Seed Grant funding is available from the FWCP.	Large Grants are for all other proposed projects regardless of the total cost. Total project cost includes funding from all sources, in-kind contributions, and taxes.

Seed Grants

Seed Grants are intended to offset costs to fill information gaps, explore project feasibility, and prepare technical information that may be required prior to developing a project proposal for a Large Grant application. Use our Seed Grant to grow your idea into a future Large Grant application. **Up to a maximum of \$5,000** is available from the FWCP.

Large Grants

All grant applicants ready to implement a proposed project should apply for a Large Grant, regardless of the total project cost.

Our Large Grants are available in each of our regions for all proposed projects that align with our regional action plans, regardless of the total project cost. The total project cost includes funding from all sources including but not limited to the FWCP, other funders (if any), the total value of all in-kind contributions (if any), and applicable taxes. Regardless of the total project cost, you will be asked to include a written project proposal (maximum six pages) as part of your online grant application.

WHO MAY APPLY?

If your grant for a proposed project is approved, the project proponents (i.e. project contact) must be able to provide:

1. a WorkSafe BC clearance letter; and
2. proof of commercial general liability.

If you or your group can fulfil both of these requirements, you are eligible to apply for a grant. Examples of eligible grant applicants include: First Nations, consultants, agencies, non-government organizations, individuals, and academic institutions.

HOW DO I APPLY FOR A GRANT IN 2020?

Follow these steps:

1. Review the [regional action plans](#) of interest to you.
2. Develop a project idea that aligns with a priority action(s) in any action plan(s) that will achieve the intended outcome(s).
3. Review and comply with applicable [regional requirements and guidance](#).
4. Login to our [online grant management system](#) at fwcp.ca/apply-for-funding to start your online grant application.

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5. Peace Region applicants will be asked to submit a mandatory notice of intent by **Friday, September 11, 2020**, at 5 p.m. PDT as a first step toward completing the online grant application.
 6. Complete all mandatory requirements.
 7. Submit your grant application by **Friday, October 30, 2020**, 5 p.m. PDT.

The next section provides more details on these steps.

1. Review regional action plans

A series of action plans define priority actions eligible for an FWCP grant in each of our three regions. We fund projects that align with our action plans.

Please review the action plan(s) in the region(s) of interest to you. Base your grant application for a potential project on any one, or more, of the priority actions recommended in our regional action plans.

Coastal, Columbia, and Peace region action plans are online at:

- Coastal Region fwcp.ca/region/coastal-region OR fwcp.ca/action-plans-coastal-region
- Columbia Region fwcp.ca/region/columbia-region OR fwcp.ca/action-plans-columbia-region
- Peace Region fwcp.ca/region/peace-region OR fwcp.ca/action-plans-peace-region

Review our new 2020 Peace Region action plans

Updated 2020 Peace Region [action plans](#) are now available. Anyone applying for an FWCP grant should review our new 2020 action plans and clearly demonstrate how the proposed project aligns with priority actions in our updated action plans and how it will achieve the intended outcome.

Our 2014 Peace Region action plans have been archived for reference only and no longer provide current guidance on our priorities or projects eligible for FWCP funding. **Do not** refer to our 2014 action plans when developing your project idea and submitting a grant application in 2020.

2. Review regional guidance and priorities

Each of our three regions—Coastal, Columbia, and Peace—are unique, and the requirements for grant applicants vary by region. To help with your grant application, we've prepared 2020 [guidance](#) documents for each region.

3. Develop a project idea to fulfill an action

Our regional managers can help you align your project idea with a priority action(s) in our action plans. We fund five types of projects and our action plan tables identify priority actions by project type.

Our project types:

1. research and information gathering;
2. habitat-based actions;
3. species-based actions;
4. monitoring and evaluation; and
5. land securement.

Please [contact us](#) to talk about your project idea.

4. Login to our online grant management system and start your grant application


All grant applicants must use our [online grant management](#) system to apply.

If this is the first time your organization has applied online for an FWCP grant, you must register at fwcp.ca/apply-for-funding.

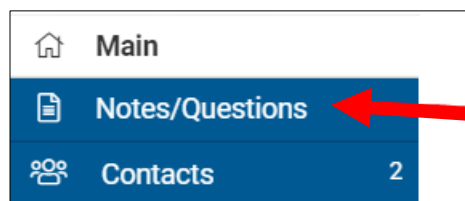
If your organization is already registered in the online grant management system but you have never accessed the system, please contact Lorraine Ens at lorraine.ens@bchydro.com. She will set up a profile for you and link you to your organization.

Get help online

You'll find lots of tips and instructions built into the online grant application.

Click on the  next to each question in the grant application to reveal instructions and more information.

Submit your questions to us from your draft grant application. Click on the “Notes/Questions” tab to submit your question.



We're here to help

- Email your questions to fwcp@bchydro.com.
- Contact our business coordinator, Lorraine Ens, at lorraine.ens@bchydro.com or 604-528-8136.

5. Complete mandatory Peace Region notice of intent

The **mandatory notice of intent (NOI)** for all Peace Region grant applications is **due by 5 p.m. PDT on Friday, September 11, 2020**. If you are submitting a grant application in our Peace Region, our online grant management system will prompt you to complete and submit the mandatory NOI after you login and start your grant application. [Find out more](#) about our NOI.

6. Fulfill all mandatory requirements

Be sure to complete all sections of the grant application and fulfil all mandatory requirements. These requirements vary by region. See our regional [guidance](#) documents to confirm regional requirements.

7. Submit your grant application by Friday, October 30, 2020, 5 p.m. PDT

Our grant management system will validate your grant application entries immediately after you submit your application and indicate right away if any required information is missing.

We suggest you avoid submitting your application immediately before the deadline in case you need to make corrections or additions. The grant intake closes promptly at 5 p.m. PDT on Friday, October 30, 2020, and we will only review grant applications received by the deadline.

Tips for completing grant applications

- You can save your grant application and return to it anytime.
- The grant application is organized by key sections (see tabs in the online grant application), and you can complete the grant application in any order you wish.

Tips for multi-year grant applications

- Save time by asking our business coordinator, Lorraine Ens, for a copy of your previous grant application. Email her at lorraine.ens@bchydro.com.
- If your project spans multiple years, you must apply for funding annually for proposed multi-year projects. Approval of annual FWCP funding for a multi-year project **does not** guarantee FWCP funding in future years.
- If you are beyond year one of your multi-year project, your grant application should identify achievements and challenges encountered in previous year(s).

WHAT'S IN A GRANT APPLICATION?

This section provides an overview of our grant applications and what information you'll be asked to provide.

Grant Type	Project Description	Applicant Info	Project Info	Budget Info	Proposal	Letters of Support	Experience	Preview Declaration
Seed Grant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	x	<input type="checkbox"/>	<input type="checkbox"/>
Large Grant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See regional guidance	<input type="checkbox"/>	<input type="checkbox"/>

Description

Project summary: project title, project summary statement, and project urgency

Project details: species that will benefit, detailed project description

Applicant info

Applicant info: proponent organization, project contact, signing authority, collaborators, project supporters, First Nations communications, and project volunteers

Project info

Project location information: map, location description, project coordinates (latitude and longitude)

Alignment with action plan(s): primary action plan, primary project type, priority action, alignment with priority action and intended outcome(s), and optional alignment with secondary action plan

Single or multi-year project: project duration, provide overview of project achievements and challenges for ongoing multi-year projects

Project phases: start-up, fieldwork, data entry and analysis, community engagement (i.e. define how you plan to share your project results and involve others in your proposed project), draft reporting, and final reporting

Benefits: benefits to fish or wildlife

Ongoing maintenance: Is ongoing maintenance required to sustain benefits?

Benefits: benefits to First Nations, communities, and/or stakeholders

Permits and approval: BC Hydro-owned lands, proximity to BC Hydro facility, landowners, required permits, and approvals

Project budget

Budget: 1) labour expenses; materials, equipment, transportation, and field expenses, 2) project administration costs, 3) **New!** GST section this year, and 4) revenue (i.e. other funding sources)

Funding: Is this a resubmission of a previously “not approved” application? Have you previously received FWCP funding?

Proposals

A six-page (maximum) project proposal is required for all Large Grant applications only (i.e. no proposal is required for Seed Grant applications).

Letters of support

Letters of support are optional in our Columbia and Peace regions. Letters of support are mandatory in our Coastal Region. Up to three letters of support are required, and at least one letter of support must be submitted along with your grant application or you will be unable to submit your grant application. If your Coastal Region grant application is approved and you did not provide all the required letters of support when you submitted your grant application, you may be required to provide them as a final condition of funding approval.

Experience

Project contact experience: It is mandatory to include the experience and credentials of the project contact. We encourage you to provide the credentials and experience of **key** team members so we can properly evaluate your grant application.

HOW ARE GRANT APPLICATIONS EVALUATED?

All grant applications go through a three-stage review process that ends with a final decision by our three regional boards.

Stage 1: review by regional manager and business coordinator

The regional manager and our business coordinator review all grant applications for completeness and to ensure they meet our project eligibility criteria.

Overview: stage 1 grant evaluation and review

- **Project eligibility:** Does the proposed project align with our project eligibility criteria?
- **Proponent status:** Is the project proponent in good standing with FWCP? If applicable, are past project deliverables complete?
- **Completeness:** Have all grant application requirements been fulfilled?

Stage 2: review by technical committees and First Nations Working Group

Fish and wildlife technical committees in each region review each grant application for technical merit. In our Peace Region, the First Nations Working Group also evaluates grant applications.

Results from the technical committee and First Nations Working Group (Peace Region only) review are provided to each board to assist in their review and final decision-making in stage 3.

Overview: stage 2 grant evaluation and review

During this stage, our technical committees (all regions) will be evaluating grant applications for:

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- Alignment with the priority action(s) and the intended outcome (see priority action table in each action plan).
 - Technical design: Are the methods and approaches for the proposed project acceptable and appropriate?
 - Urgency: What are the implications if the proposed project is approved, or is not approved?
 - Budget: Are the charges for fees and expenses appropriate?
 - Relevant credentials and experience of the team members, and roles of individuals on the project.
 - Does your project include a community engagement component (e.g. project involves volunteers, an outreach event etc.)?
 - Overall quality of the grant application.

During this stage, our First Nations Working Group (Peace Region only) will be evaluating grant applications for:

- inclusion of Indigenous knowledge,
- incorporation of First Nation cultural values; and
- involvement of First Nations in the proposed project, where appropriate.

Stage 3: review by board members

The three regional boards review each grant application for projects proposed in their region. The boards consider the results of all stage 2 evaluations and make final decisions on which grant applications will be approved with conditions. The regional boards evaluate the grant applications and are responsible for all project and funding decisions in each region.

Overview: stage 3 grant evaluation and review

During this stage our regional boards will be evaluating grant applications for:

- Alignment with the FWCP's vision and mission.
- A clear and well-defined approach that aligns with the priority action as stated in the relevant action plan(s).
- A strong linkage between the proposed project and the intended outcome(s) as stated in the relevant action plan(s).
- Engagement with and involvement of First Nations in the grant application/proposed project. (*We recognize engagement may not necessarily result in First Nations involvement. You will be required to document your engagement efforts and provide a rationale why you may not have Indigenous involvement in your proposed project.*)
- Community engagement: Does your proposed project include a community engagement component?
- Partnerships: The FWCP values partnerships and encourages grant applicants to identify and involve project partners and/or funding partners to leverage FWCP funds.

Tips for a strong grant application!

Final decisions are made by our regional board members who will be looking for strong grant applications that demonstrate:

- A clear, easily understood grant application and project proposal with linkages to the priority action(s) and intended outcome(s).
- Direct and measurable benefits with clear objectives that are specific, measurable, attainable, relevant and time-bound.
- Demonstrated good value for the money.
- The project team has the skills, expertise, and capacity to carry out the project and the right people are in the right roles.
- All regional requirements have been fulfilled.